

3/22

Original returned to [REDACTED]

25X1A

Routing sheet had following remarks
by AO/TR:

This is the paper Mr. Baird requested.
This relationship matter will have to be
settled before I can present detailed
comments on the Mgmt Survey. WM

Mr. Baird's comments are as follows:
"This is my conception of how I can best
discharge my responsibilities to the DCI
& CIA. It should work and it can be made
to work if all concerned exercise good
will, tact & ordinary courtesy and if all
concerned understand the military concept
of Staff supervision." M. Baird

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NO CHANGE in Class. ☐☐ DECLASSIFIEDClass. CHANGED TO: TS S C

* DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

16 March 1955

Date: 31 JAN 79 By: OL

MEMORANDUM FOR: Director of Training

SUBJECT : Relationship between Administrative
Elements of Headquarters [REDACTED]

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1. At your request I submit the attached statement of responsibilities designed to clarify the relationships between elements of the Administrative Branch and their corresponding components at [REDACTED]. These responsibilities are based on the concept that the Administrative Officer, the Security Officer, and the Chiefs of the Administrative Sections are the Office of Training staff officers for their respective activities and, as such, are responsible: (a) for the direction and supervision of these activities at Headquarters, and (b) for staff supervision of these activities in the field. In order to perform this latter function properly, it is essential that these officers of the Administrative Branch be authorized to ascertain that administrative activities in the field are carried out in accordance with Government, Agency, and Office of Training regulations, policies, and procedures.

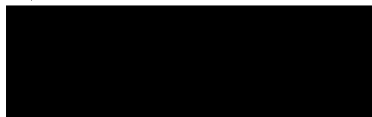
2. In order to carry out this responsibility of staff supervision, these officers must be authorized to work directly with their counterparts at [REDACTED]. Any difference of opinion between the Headquarters and [REDACTED] personnel will be resolved by referring the matter to the appropriate line supervisor: (a) [REDACTED] or, (c) to the Director of Training, where necessary.

3. I realize that this recommendation for staff supervision is opposite to that of "guidance when requested" proposed in the Management Survey. However, I feel it is the only position which will permit the Administrative Officer to carry out intelligently and effectively the duties for which he is held responsible by the Director of Training. Moreover, this is the only relationship which will permit the handling of administrative matters in an orderly, scheduled basis as compared to the time-consuming, "emergency solution" method.

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4. This concept of staff supervision is not contrary to, but consistent with, accepted Agency policy. The functional components of this Agency assume that this is an inherent responsibility of the Office of Training Administrative Branch. The positions in the Branch have been described and classified on this basis. Unless this staff function is exercised at the Office of Training level, the prospect is that the responsibility for it will be undertaken to an increasing extent by the various functional components under the DDS.



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Chief, Administrative Branch, OTR